

RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 194-01  
DEPARTMENT OF GENERAL SERVICES  
DIVISION OF PURCHASES AND SUPPLY

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

STATE APPROVAL

STATE RECORDS ADMINISTRATOR

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: JUNE 1, 1999

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## CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the *Virginia Public Records Act*, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Microfilming must be done in accordance with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention."
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Administration: Bid Tabulation Files</u> Documents the tabulation of bid results, posting of awards and appeals to support the requirements of the <i>Virginia Public Procurement Act</i> .	100213	Retain 3 years in division, then transfer to State Records Center for 2 years, then destroy in compliance with No. 8 on schedule cover page. Total retention 5 years.
<u>Administration: Publications, Purchases and Supply Division</u> Materials used to disseminate information about bids, procurement procedures and surplus property sales. Includes <i>Virginia Business Opportunities (VBO) Bulletin</i> , <i>Exchange Newsletter</i> and <i>Surplus Showcase Newsletter</i> .	100214	Retain one copy permanently in agency, transfer one copy to Archives. Send 20 copies to State Documents Receiving, Library of Virginia, per <i>Code of Virginia</i> , §2.1-467.2.
<u>Administration: State Mail Files</u> Documents daily routing of state mail to support delivery requirements for agencies. Includes charts and other information.	100216	Retain 3 years in division, then transfer to State Records Center for 2 years, then destroy. Total retention 5 years.
<u>Administration: State Seal Files</u> Documents applications and approvals for commercial use of the state seal. Refer to <i>Code of Virginia</i> , §2.1-51.6:4.	100215	Retain 5 years after expiration or rejection, then destroy.
<u>Administration: Training Programs and Conferences Files</u> Documents training programs held by the division to educate state and local government officials about the procurement process.	100217	Retain 5 years, then destroy.
<u>Administration: Vendor Registration Applications</u> Documents applications, vendor registrations and assignment of commodity codes. Used as input documents for records series 100218, "Vendor Registration Database."	100219	Retain 6 months, then destroy.



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<u>Administration: Vendor Registration Database</u> Contains data on registered vendors and commodity codes. Used to generate vendor registration reports.	100218	Retain 5 years after expiration, then delete.
<u>Administration: Virginia Business Opportunities Files</u> Documents subscribers to <i>Virginia Business Opportunities</i> , payments and solicitation distribution.	100220	Retain 1 year in division, then transfer to State Records Center for 4 years, then destroy. Total retention 5 years.
<u>Administration: Virginia Contracting Officers Files</u> Documents participation in class to become certified as a Virginia Contracting Officer. Includes class attendance, exams, answer sheets, score sheets, copies of certification and correspondence. Database duplicates certification information and is used for daily access. These paper files constitute the master records.	100221	Retain 3 years in division after participant's attendance, then transfer to State Records Center for 2 years, then destroy. Total retention 5 years.
<u>Division Director's Office: Administrative Appeals Files</u> Documents hearings held by Procurement Appeals Board to process appeals regarding vendor participation in procurement process. Files may include documentation from vendor, bidder, contractor, division, agency, board's decision in Findings of Fact, and transcript of hearing.	100222	Retain 3 years in division after issuance of board's decision or completion of judicial review (as applicable), then transfer to State Records Center for 2 years; then destroy. Total retention 5 years.
<u>Federal Surplus Property: Federal Property Eligibility Files</u> Documents customer applications required by the federal General Services Administration for determining eligibility to participate in the Federal Surplus Program. Includes active and rejected applications.	100223	Retain 5 years after application, then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Federal Surplus Property: Fiscal Records</u> Documents vendor invoices and verification data used in coding, approving and paying bills.	100224	Retain 5 years, then destroy.
<u>Federal Surplus Property: Invoice Files</u> Documents the issuance of merchandise to customers from the warehouse. Invoices are used as input documents for the automated inventory system.	100225	Retain 5 years, then destroy.
<u>Federal Surplus Property: Merchandise Transferred Files</u> Documents, through various forms, transactions of unit. Includes Shortage and Overage Report Forms for verifying merchandise acquired from federal facilities and Transfer Form for documenting transfer of merchandise from military facilities to federal warehouse.	100226	Retain 5 years, then destroy.
<u>Procurement: Contracts</u> Documents blanket agreements issued by division for use by state agencies, institutions and localities to purchase goods or services for a specific period of time at a special price.	100227	Retain 2 years in division after contract is ended or completed, then transfer to State Records Center for 1 year; then destroy. Total retention 3 years.
<u>Procurement: Contract Complaints</u> Documents allegations of non-compliance with procurement matters. May include Complaint to State Vendor form (DGS-41-024), Notice to Cure, Termination for Default Letter, correspondence and complaint documentation.	100228	Retain 3 years after close of complaint, then destroy.
<u>Procurement: Purchase Orders</u> Contracts that authorize division buyers to purchase goods or services. Includes contract changes and supporting documentation.	100229	Retain 3 years in division, then transfer to State Records Center for 2 years; then destroy. Total retention 5 years.


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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Procurement: Requisitions</u> Documents submissions by agencies to authorize division to procure goods and services. Includes requisition form DGS42, attachments for buyer reference, specifications, electronic tapes, correspondence, Invitation for Bid, Request for Proposal, bid tabulation results, change orders, vendor list and purchase order.	100230	Retain 3 years in agency, then transfer to State Records Center for 2 years; then destroy. Total retention 5 years.
<u>Procurement: Service Contracts</u> Term agreements issued by division for use by state agencies, institutions and localities to purchase goods or services for a specific period of time at a special price.	100231	Retain 2 years in division after contract is ended or completed, then transfer to State Records Center for 3 year; then destroy. Total retention 5 years.
<u>Procurement Review: Correspondence With Agencies</u> Documents correspondence between unit and agencies regarding procurement issues.	100232	Retain 5 years, then destroy.
<u>Procurement Review: Correspondence Concerning Delegated Procurement Authority</u> Documents the results of unit's review of agencies' requests for increased procurement authority.	100233	Retain 5 years or until superseded, whichever is longer, then destroy.
<u>Procurement Review: Documentation Concerning Delegated Procurement Authority</u> Documents agencies' requests for increased authority, analysis of agencies' requests, and recommendations for approval or denial of requests for increased delegations of procurement authority. This is the backup for records series 100233, "Correspondence Concerning Delegated Procurement Authority."	100234	Retain 5 years, then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Procurement Review: Procurement Information Memorandums</u> Documents changes to <i>Agency Procurement and Surplus Property Manual</i> in between publishing dates.	100235	Retain one copy permanently in agency. Send 20 copies to State Documents Receiving, Library of Virginia, per <i>Code of Virginia</i> , §2.1-467.2.
<u>Procurement Review: Procurement Management Review Reports and Correspondence</u> Documents the results of unit's review of agencies' procurement practices and agencies' responses to corrective actions. Includes reports, correspondence, checklist, vouchers pulled, conference notes and follow-up plan.	100237	Retain 10 years, then destroy.
<u>Procurement Review: Procurement Manuals</u> Documents state procedures for purchasing goods and services in accordance with the <i>Virginia Public Procurement Act</i> . Includes <i>Vendors Manual</i> and <i>Agency Procurement and Surplus Property Manual</i> .	100236	Retain one copy permanently in agency. Send 20 copies to State Documents Receiving, Library of Virginia, per <i>Code of Virginia</i> , §2.1-467.2.
<u>State Surplus Property: Disposal Letters</u> Documents state agencies' requests for permission to dispose of property and responses by unit to these requests.	100238	Retain 5 years after approval of disposition, then destroy.
<u>State Surplus Property: Surplus Sales Proposals</u> Documents activities involved in auctioning of surplus property, including the transaction of bids and proposals. Includes letters, responses and other information.	100239	Retain 5 years, then destroy.

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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Virginia Distribution Center: Accounting Records</u> Documents unit's function in supplying commodities to agencies.	100240	Retain 5 years, then destroy.
<u>Virginia Distribution Center: Purchase Requisitions and Bids</u> Documents process of procuring commodities requested by agencies and those put out for bid solicitation. May include requirements, sources solicited, notification notices, method of evaluation and award, signed copy of contract or purchase order, performance reports, change orders, complaint forms, and correspondence.	100241	Retain 5 years after end of contract, then destroy.